



City of Milwaukie Employment Opportunity

Assistant Community Development Director

Apply by: Friday, October 18, 2013, 4:00 p.m.

Status: **Full-time exempt, Benefit eligible**

Hours: **Monday – Friday, general business hours; some evening hours required.**

Work location: **6101 SE Johnson Creek Boulevard, Milwaukie, OR**

Department: **Community Development / Planning**

Salary: **\$78,666 - \$100,422 Annually**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; Social Security; PERS paid by employer; additional 2% of base salary placed in deferred compensation account; vacation, paid admin and sick leave and holiday pay.**

The City of Milwaukie seeks a motivated professional with technical talent and administrative ability to lead the planning team to deliver excellent current and long range planning services in an exciting period of development in the City. The Assistant Community Development Director will supervise the Planning Department's professional staff and administer a current departmental budget of approximately \$617,000. The position will also support a variety of economic development programs. This person reports to the Community Development (CD) Director, serves on the senior management team for the City and assists the CD Director with the City's economic development programs and activities. This position has high visibility in the community and on regional issues. Skill in communicating with the general public on projects, their impact and legal issues while listening to and being able to respond to concerns is necessary. This position also serves as a technical resource regarding code issues. The successful candidate will be someone talented and approachable with sound judgment, leadership skills and a participatory management style.

Qualifications: Candidates must have a Bachelors' degree in Planning or related field and 5 years' progressively responsible experience. A Master's degree and AICP are preferred.

Selection Process: Applications will be screened to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

Application Process: All candidates must complete a City of Milwaukie employment application. Resumes must be included but are **not** accepted in lieu of an application. Application materials are available for download at www.cityofmilwaukie.org. Please mail your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***